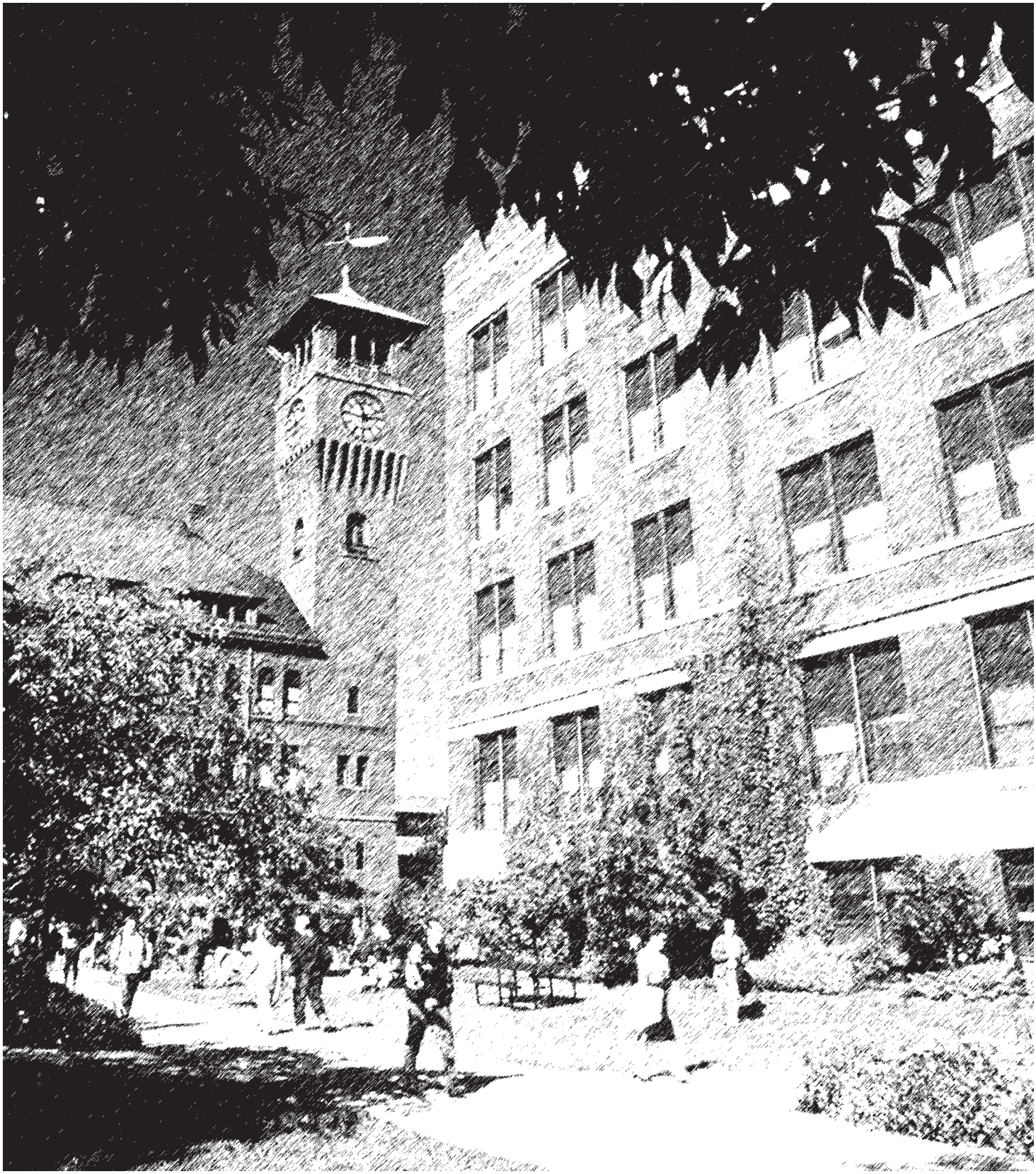
General Information



The University

UW-Stout

UW-Stout is one of 13 publicly supported universities in the University of Wisconsin System. It was founded as a private institution in 1891 by James H. Stout. A Menomonie industrialist and a man of great vision, he saw that students in America's developing industrial society needed a different kind of education, an education broader than that offered by the traditional curriculum. Since its founding, UW-Stout has gained a position of national leadership in its specialized areas. Although UW-Stout is a career-oriented university, the humanities, social and natural sciences are key parts of the total educational program.

UW-Stout's Special Mission

UW-Stout, as a special mission institution, serves a unique role in the UW System. UW-Stout is characterized by a distinctive array of programs leading to professional careers focused on the needs of society. The university offers undergraduate and graduate programs leading to professional careers in industry, commerce, education and human services through the study of technology, applied mathematics and science, art, business, industrial management, human behavior, family and consumer sciences, and manufacturing-related engineering and technologies. These programs are presented through an approach to learning which involves integration of theory, practice and experimentation. Extending UW-Stout's mission into the future requires that instruction, research and public service programs be adapted and modified as the needs of society change. Full text of the mission is online at **www.uwstout.edu/geninfo/mission.shtml**.

Wisconsin's Polytechnic University

University of Wisconsin-Stout is a comprehensive, career-focused polytechnic university where students, faculty and staff use applied learning, scientific theory and research to solve real-world problems, grow the state economy and serve society. Our tenets:

Career Focus: A polytechnic university offers a comprehensive curriculum that prepares graduates for professional careers.

Applied Learning: A polytechnic university blends theory with practice to produce innovative solutions to real world problems.

Collaboration: A polytechnic university works closely with business, industry and other educational institutions to benefit students and grow the economy.

Recognized Quality

In 2001, UW-Stout became the first university in the nation to receive the Malcolm Baldrige National Quality Award, Americas highest honor for performance excellence and quality achievement.

The university's mission driven, market smart focus promotes collaborative leadership and an inclusive strategic planning process. Baldrige Award criteria are used by organizations worldwide. Winning organizations become quality advocates, informing thousands about the criteria benefits, including better employee relations, higher productivity and greater customer satisfaction.

The Faculty and Academic Staff

Because UW-Stout has specialized in certain areas, we have developed a staff of individuals nationally recognized in their fields. All classes are taught by the faculty and academic staff except for a small number of laboratory courses which are taught by highly qualified graduate assistants. With a staff of 389, the student-teacher ratio is about 19: 1. The faculty's commitment to provide extra help to students is, one of UW-Stout's proudest traditions.

Students

In terms of enrollment, UW-Stout is not a local or state school. Its 8,416 students come from 37 states and 24 nations. Students have a major voice in the affairs of the university and sit on important university committees. Besides regular and informal meetings with students, the university's chancellor has an "open door policy." Students participate in more than 120 clubs and organizations on campus, including national fraternities and sororities.

Facilities

Modern and well-equipped facilities mark UW-Stout's 119-acre campus. We are proud of our laboratory-intensive programs. More than 265 laboratories are available for study and research in the areas of electronics, power, industrial management, industrial design, industrial graphics, packaging, plastics, graphic communications and telecommunications.

Laboratories are maintained for the study of food science, dietetics, hospitality, tourism, interior decorating, retail merchandising, clothing and. textile design, human development, and family and consumer educational services. Studios and laboratories support programs in art, graphic design, industrial design, interior design and multimedia design. Specialized computer laboratories support the applied mathematics and computer science program. Historic Harvey Hall houses a 600-seat auditorium, home to Stout's theatre company.

The Stout Vocational Rehabilitation Institute provides research and practicum experience for students in the vocational rehabilitation program. Students work with professionals at the institute to provide services for clients referred by state agencies.

Located in the center of the city of Menomonie, adjacent to the downtown business district and Lake Menomin, UW-Stout offers an attractive, convenient and accessible campus setting.

The Community

Located in scenic western Wisconsin, Menomonie has a population of approximately 15,400. The area's natural beauty, with lakes, rivers and hills, provides many year-round recreational and sports opportunities. Major entertainment and cultural activities are available on campus, in the community and in the nearby Minneapolis-St. Paul metropolitan area, about an hour away.

Admissions

Information for All Applicants

This section provides general information for degree-seeking students. If you wish to take classes for professional or personal development, you need only read the section titled "Special Students."

If you will be taking classes to work toward a degree, you must apply for admission to the university. You can obtain a UW System Application for Admission form by writing the director of Admissions at UW-Stout, contacting any Wisconsin or Minnesota high school guidance office, or online at **www.apply.wisconsin.edu**.

UW-Stout accepts applications as early as September 15 for admission to the following fall term. There is no deadline for applications; however, we are limited in the number of students we can accept. New freshmen may declare a major on the application form or apply as "undecided."

Keep in mind that you may also have to meet entry standards set by a school or department. See the sections on the individual programs for more information.

UW-Stout will keep you informed of pertinent changes at the university. If you have the chance to study part time elsewhere, you will be able to check the transferability of your course work to UW-Stout by contacting the university's Admissions Office. If transferring from a UW System institution, check online at **www.uwsa.edu/tis**.

Notice: You must provide the university with accurate information about your personal and educational history. UW-Stout's policy is that students who intentionally falsify or omit information given as part of their university record will be suspended.

Admission Categories

Admission procedures and standards vary somewhat from group to group. Following is a definition of each category. Find the category that applies to you, then find the section for that category (*pages 4-7*) for information on what you will need in order to be admitted to UW-Stout.

Freshmen: graduates of high schools in the United States and those who will be graduating, who have not attended another university or technical college or school after high school.

UW System transfer students: applicants who have attended another university in the UW System and wish to transfer to UW-Stout.

Technical college transfer students: **applicants who have attended a** technical college or school and wish to transfer to UW-Stout.

Other transfer students: students who have attended a university outside the UW System and wish to transfer to UW-Stout.

Re-entry students: students who have attended UW-Stout in the past and wish to again take classes at the university.

Special students: students (*including those still in high school*) who wish to further their education, but are not seeking a degree from UW-Stout.

Youth Options: high school students who wish to take university courses under the Youth Options program. Students must apply both through their high school and UW-Stout for permission to enroll.

International students: students from countries other than the United States who wish to attend UW-Stout.

Auditing Classes

If you are not concerned about receiving college credit for courses you take, you may audit classes. Wisconsin residents may audit classes for 30 percent of the normal per credit academic fee. The cost for nonresidents is 50 percent of the normal fee. Senior citizens age 60 or older by the first day of class only pay textbook and lab fees for audit credits.

You may audit classes provided that you apply for admission; the class teacher approves your request to audit the class; you pay any special costs for course instruction other than the normal tuition; and the university will not be required to provide additional classroom or laboratory space for you, and will not realize increased instructional costs.

You will receive only provisional permission to attend classes until course registration is completed. You may not change your admission status and take the course for credit once the class has started. A course which has been audited may not be retaken for credit. You will be subject to Regent, university and student government regulations, just like students who are taking courses for credit.

Note: As with all students attending the university, special students and auditors must provide UW-Stout with accurate information about their personal and educational history. The university policy is that students who intentionally falsify or omit information given as part of their university record will be suspended.

Freshmen:

1. Applications and transcripts may be submitted as early as September for admission the following fall, or early March for the following spring semester. UW-Stout enrollments are limited, so it is important that you plan and apply early. Students applying for the Art–Graphic Design and Art–Interior design programs must submit their complete application materials and portfolio to the Admissions Office by early January (*check the website for specific date*).
2. You must be a graduate from a recognized high school or equivalent.
3. Academic preparation and success are the primary factors considered for admission to the university. No single factor, attribute or characteristic will be used to determine admission. Admission will be based on multiple criteria including academic and personal achievements. Non-academic qualifications can make a good applicant strong. However, they will not make an academically weak applicant admissible.
4. Applicants must complete the high school course requirements as determined by the University of Wisconsin System.
   - four credits of English: including literature, composition, rhetoric and speech.
   - three credits of Mathematics: algebra I, geometry and algebra II.
   - three credits of Natural Science: biology, chemistry and physics.
   - three credits of Social Science/History.
   - four credits of Electives: chosen from the areas listed above, foreign language, fine arts, computer science and other academic, career and technical areas.
5. Foreign language is not required for admission, however two years of the same language with a grade of "C" or better meets UW-Stout's global perspective requirement.
6. Applicants must earn good grades and maintain a high level of achievement in challenging coursework.
7. The pattern of grades over time is important and an increasingly strong academic record can improve the likelihood of admission.
8. Class rank is requested of all applicants and we consider rank along with other factors.
9. A copy of your ACT score is also required of all applicants to be considered with other factors. We will also accept the SAT.

   All freshmen must take the ACT or SAT, however, the test is not the only criterion for admission. The admission test requirement may be waived if you have been out of high school for two or more years, are age 21 or older, or are an international student.
10. In addition to academic achievement, the Admissions Office will consider the following as part of the review of an application: leadership, volunteerism, personal statement, honors and awards, letters of recommendation, socio-economic background, extracurricular activities, diversity of personal background, work experience and military experience.
11. New freshmen are likely to be admitted if they rank in the top 50 percent of their graduating class or have earned a minimum ACT composite score of 22 (*or SAT equivalent*).
12. Applicants to the **Manufacturing Engineering** and **Applied Science** programs must meet the criteria above, plus rank in the upper 40 percent of their high school class, and have an ACT mathematics score of 22 or SAT equivalent. Applicants who are not in the top 40 percent of their high school class must have a 22 ACT composite and a 22 math score, or 1030 SAT equivalent. Applicants to the **Applied Mathematics and Computer Science** program must meet the criteria above, plus rank in the upper 50 percent of their high school class, and have a 22 ACT composite and mathematics score of 22 or SAT equivalent.

Non-Traditional Admission Requirements Applicants who have been out of school for two years or more may also be considered for admission if, on the basis of other factors, they appear to have a reasonable probability of success in college. Applicants with a GED or High School Equivalency Diploma may not normally be admitted unless they are a minimum of two years past their expected date of high school graduation. It is recommended that applicants have a GED examination average score of 50 or better to be considered for admission to the university.

UW System Transfer Students

1. The university will need an official transcript from each post-secondary institution you have attended. High school transcripts are also required if, at the point of application, the student has not already earned a two-year degree. Applications and transcripts may be submitted as early as September for admission the following fall, and early March for the following spring semester. Apply early so you can register for classes and complete the financial aid application process in a timely manner. UW-Stout enrollments are limited, so it's important that you plan and apply early.
2. You must have a cumulative grade point average of at least 2.50 on a 4.0 scale.
3. If you have fewer than 30 transferable credits and less than a 2.50 cumulative grade point average, you may still be admissible to UW-Stout if you would have been admissible as a new freshman. You will be placed on a wait list and possibly admitted on probation if space is available. You will be notified no later than June 15 for fall admission.
4. All students wishing to transfer into a teacher education program must have a 2.75 cumulative grade point average and could be admitted as a Pre-Education student. Subsequent acceptance into a teacher education major and enrollment in professional education coursework will require successful completion of Benchmark I. For more information on Benchmark I go to **www.uwstout.edu/soe/students/forms.shtml**.
5. UW-Stout has a joint admission policy with the UW System Colleges. If you choose to participate in this program, you are guaranteed admission to UW-Stout, provided you meet the provisions of the policy.

   UW System College counselors can help you select course work that will relate to your planned major at UW-Stout. Under UW System policy, you may transfer up to half the number of credits required for graduation in your major at UW-Stout.

Applied Science and Manufacturing Engineering Transfer Applicants
Applicants to the Applied Science and Manufacturing Engineering programs must meet either the criteria as listed for freshmen or the specific requirements for transfer students. These requirements may be obtained online at:

Applied Science » www.uwstout.edu/programs/bsas

Manufacturing Engineering » www.uwstout.edu/programs/bsmfe

Technical College Transfer Students

1. The university will need an official transcript from each post-secondary institution you have attended. High school transcripts are also required if, at the point of application, the student has not already earned a two-year degree. Applications and transcripts may be submitted as early as September for admission the following fall, and early March for the following spring semester.

   Apply early so you can register for classes and complete the financial aid application process. UW-Stout enrollments are limited, so it's important that you plan and apply early.
2. You must have a cumulative grade point average of at least 2.50 (*on a 4.0 scale*) at the institution you most recently attended. If your cumulative grade point average is greater than 2.20 but less than 2.50, you may be offered admission on probation or placed on a wait list and admitted at a later date if space permits.
3. All students wishing to transfer into a teacher education program must have a 2.75 cumulative grade point average and be admitted as a Pre-Education student. Subsequent acceptance into a teacher education major and enrollment in professional education coursework will require successful completion of Benchmark I. For more information on Benchmark I go to **www.uwstout.edu/soe/students/forms.shtml**.
4. If you are transferring from a technical college, UW-Stout will accept credits you have earned from Wisconsin technical college parallel programs, and similar programs from other states.
5. UW-Stout has identified many associate degree programs that are not college parallel, but follow a professional development pattern similar to programs at the university. If you're transferring from such a program,. UW-Stout may accept some of your technical credits.
6. Credit earned from institutions which are fully accredited, or candidates for accreditation, are fully transferable. Credits from institutions accredited by a professional accrediting association may transfer in the specialty of accreditation if recommended by the appropriate academic department.

Articulation Agreements
UW-Stout maintains program articulation agreements with various technical and community colleges in Wisconsin and neighboring states. If you are a student enrolled in an A.A.S. or A.A.A. program and considering a transfer to UW-Stout, call the Admissions Office at 715/232-1411 or check online at **www.uwstout.edu/admissions/transfer.shtml** for the most up-to-date listing of program agreements.

Other Transfer Students

1. The university will need an official transcript from each post-secondary institution you have attended. High school transcripts are also required if, at the point of application, the student has not already earned a two-year degree. Applications and transcripts may be submitted as early as September for admission the following fall, and early March for the following spring semester. Apply early so you can register for classes and complete the financial aid application process. UW-Stout enrollments are limited, so it's important that you plan and apply early.
2. If your cumulative grade point average is above 2.20 but less than 2.50, you may be placed on a wait list and admitted at a later date if space permits.
3. All students wishing to transfer into a teacher education program must have a 2.75 cumulative grade point average and be admitted as a Pre-Education student. Subsequent acceptance into a teacher education major and enrollment in professional education coursework will require successful completion of the Pre-Professional Skills Test (*PPST*).
4. Credit earned from institutions that are fully accredited, or candidates for accreditation, are fully transferable. If you are transferring from an institution accredited by a professional accrediting association, the academic department you are entering will determine if credits in a specialty area will apply to your major.

Re-entry Students

There are two types of re-entry students: Regular re-entry students are those who have completed no transferable credits from any post-secondary institution since they last attended UW-Stout. Transfer re-entry students are those who have completed transferable credits at a post-secondary institution since they last attended UW-Stout.

Regular re-entry students:

1. You need to complete the UW System Application for Admission form and return it to the Admissions Office. If you left the university in good standing, you maybe readmitted as enrollment management goals allow.
2. If you left on academic probation, you may be readmitted on academic probation, if there is room for you in your chosen program.
3. The director of admissions or a designee will review applications from re-entry students who were academically dismissed from the university. If the application for readmission is denied, the decision may be appealed to the Dean of Students Office.

Transfer re-entry students:

1. You must submit official transcripts from each institution you attended, as well as a completed UW System Application for Admission form. If you left the university in good standing or on probation, you will be readmitted in the same status, provided you are eligible to return to the institution you last attended, and provided enrollment management goals have not been reached.
2. If you left UW-Stout because of academic dismissal, you may be readmitted on probation. Decisions will be made on a case by case basis at the discretion of the director of admissions and considering enrollment targets. Students are required to submit a letter of appeal.
3. If your transfer grade point average is less than 2.20, you will be denied readmittance to UW-Stout. Denial decisions may be appealed to the Dean of Students Office.

Special Students

This diverse group of students may include mid-career professionals seeking certification for a changing technology, community members seeking courses for personal fulfillment, high school students taking classes not offered at a high school, guests and auditors. Special students may be admitted as enrollment management goals permit.

1. To be admitted as a special student, simply indicate that status on the application for admission. You do not need to indicate a major, submit transcripts, take the ACT, or pay the application fee. High school students admitted as special students must gain the approval of their parents and their high school, and submit a high school transcript.
2. As a special student, you must take the English and math placement tests before enrolling in an English or math course.
3. You are not eligible for financial aid.
4. You are limited to six credits each semester (*exceptions must be approved by the Office of Advisement*).
5. You may request to change your status to degree-seeking student after you have completed 12 credits. You may accumulate a maximum of 29 credits as a special student.
6. If you decide to change your status and become a degree-seeking student, you will have to complete the application process required of new students-submit transcripts, pay the application fee, complete a change of major form, and submit ACT or SAT scores.
7. High school students who wish to take classes at the university must rank in the top 50 percent of their high school class or have an ACT composite score of 22 or better, or SAT equivalent.

Youth Options Program

The Youth Options program serves high school students who wish to take classes not offered at a high school.

1. To be admitted as a Youth Options student, simply indicate that status on the application for admission. You do not need to indicate a major, take the ACT or SAT or pay the application fee. You must gain the approval of your parents and your high school.
2. You must take the English and math placement tests before enrolling in an English or math course.
3. You are not eligible for financial aid.
4. You must rank in the top 50 percent of your high school class or have an ACT composite score of 22 or better, or SAT equivalent.

International Students

1. All potential international students should have better than average academic records.
2. All applicants must present the university with official copies of their academic record.

   First-year students must send certified copies of certificates, diplomas or degrees earned. These official records must be equal to a United States high school (secondary school) graduation for consideration.

   Transfer students must submit certified records of their post-secondary academic work. The records must show the courses the students have taken and the grades they have earned. The university will not grant credit for courses unless there is evidence that the students have satisfactorily completed them.

   Credit may be granted to international students if the institution they attended is listed in either the International Handbook of Universities or the Commonwealth Universities Handbook. Credit from institutions not listed in these publications may be transferred only upon the recommendation of the appropriate department.
3. The university will deny admission to students who submit records with any alterations or irregularities.
4. Additional records presented after the student has enrolled will not be considered for transfer.
5. Students from non-English speaking countries are required to take the Test of English as a Foreign Language (*TOEFL*). Applicants will need a minimum score of 500 (*or 173 score on computer-based test*) to enroll in full-time study.

   For information on taking the TOEFL, write to:

   TOEFL Services – Educational Testing Service
   PO Box 6151
   Princeton, NJ, USA 08541-6151 USA

   The TOEFL will be waived if students have completed an ESL program from an accredited college or university or other program approved by UW-Stout.
6. All international students must show evidence that they have adequate finances to undertake a degree program at UW-Stout.

   As a condition of admission, international students whose sponsors have a history of delinquency in payment of fees must place on deposit an amount approximately equal to the institution's non-resident tuition and fees for a 12-month period, which includes two semesters and an eight-week summer term. Applicants who must meet this requirement will be notified when the university receives their applications.

   Questions about this policy may be addressed to the Office of Student Business Services or to the Office of International Education.

Scholastic Standards

Student Handbook

The Student Handbook is available online at **www.uwstout.edu/shb**. The handbook contains helpful information related to academic standards and campus policies, campus programs, rules and regulations, activities, organizations, and services. It is an official document of the university and contains many of the details not found in this bulletin. All students are subject to the rules and standards as they are presented in the handbook.

Semester Credit

UW-Stout expresses credit in semester hours. One credit represents the satisfactory completion of the work of one meeting a week for a period of one semester. A course having five meetings a week will usually give five semester hours of credit. In order to receive a degree, you must not only gain the required number of credits in the program you are pursuing, but also must attain a certain standard of scholarship. (*See also "Suspension and Probation."*)

Credit by Examination

You may be able to receive credit by demonstrating your competence through examination. External examinations include the College Level Examination Program (*CLEP*) and the Proficiency Examination Program (*PEP*). For further information on external examinations, contact the Counseling Center.

You may also receive credit through the "test out" procedures developed by various university academic departments. For more information, contact the appropriate school or department office. If you test out of a course, you will be charged a testing fee.

Credit Registration and Overload Policy

A normal semester credit load is 16 or 17 credits. Register only for those classes you intend to complete. Do not register for classes which conflict with other class(*es*).

Undergraduate students, with the exception of graduating seniors, will be restricted to 18 credits during the early registration. Once registration is completed, students may add credits up to a maximum of 20 during the add/drop period. A fee will be charged for any credits beyond 18.

You may seek a waiver of the 20-credit limit by appealing to your program director. If the program director approves an overload permit, you must file it in the Registration and Records Office.

During summer session, you may enroll for a maximum of one credit per week. Again, if you want to seek a waiver to the credit limit, contact your program director.

Retroactive Credit for Foreign Language

Students who earn a grade of "B" (3.0) or better in foreign language courses would also receive credit for the lower level foreign language course or courses associated with that course.

Math and English Placement

Remedial Placement Students who are not transferring credits in math or English must take the regional math and English placement tests. These are given around the state during the spring semester. Make-up tests are given in the summer at announced times. Students who place into remedial math or English must successfully complete the course by the end of 30 credits or they will not be permitted to register.

English Placement Students who perform well on the placement tests may be placed in an advanced English class (*ENGL-111 Freshman English – Honors*).

Advanced Placement UW-Stout grants credit for scores of three or greater on the College Board Advanced Placement test. In addition, students can receive credit for a specific course. For more information about advanced placement examinations, call the Office of Admissions at 715/232-1411.

Add/Drop Policy

Even with careful planning, you may find you have to add or drop a class after the semester begins. To comply with accreditation and financial aid regulations, UW-Stout has a published add/drop policy.

The following serves as UW-Stout's procedures for adding or dropping classes within the guidelines of the policy:

Students are expected to complete courses for which they register. Students who wish to adjust their class schedules may add or drop classes before the end of the second week of semester classes and before the end of the first week of quarter classes. Drops made during the first two weeks of a semester course or the first week of a quarter course will not appear on a student's transcript. If students deem it necessary to reduce their program after the normal (*two week*) add/drop period, they should do so as early as possible. A mark of "WS" or "WU" is given by the instructor and recorded on the student transcript for a course dropped after the add-period of a semester or quarter course but before the midterm date. After the midterm date, any withdrawal from a course is recorded as an "F." If extenuating circumstances warrant other consideration, an appeal may be made to the instructor of the course. Students who register for a course but do not attend the class and do not officially withdraw are given a mark of "F." Students who do not attend the first class meeting of a course, or who do not notify the instructor or department chairperson that they will be absent for special reasons, may at the instructor's option, be dropped from the course if, and only if, other students are waiting to enroll at that time. Students should consult the current term "timetable" for the official drop dates.

Grade Point and Symbols

Grade		Grade Points
A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	0.67
F	=	0.00
O	=	Outstanding (*no grade points*)
S	=	Satisfactory (*no grade points*)
U	=	Unsatisfactory (*no grade points*)
W	=	Withdrawal from school before midterm or grade assigned by registrar for an improper drop
I	=	Incomplete
CR	=	Credit (*no grade points*)
F	=	Fail
IP	=	In Progress (*approved courses only*)
AU	=	Audit - no credit awarded
NC	=	No Credit
WS	=	Withdrawal - Satisfactory Work
WU	=	Withdrawal - Unsatisfactory Work

Accommodating Religious Beliefs

UW-Stout honors individuals' religious beliefs. If scheduling of tests or other mandatory activities interferes with students' religious observances, students may request alternative arrangements.

Within the first three weeks of class, students must notify their instructors if there will be days or dates when their religious activities will prevent them from participating in academic events. For summer sessions or short courses, students must notify their instructors within the first week of class.

The university accepts, at face value, the sincerity of students' religious beliefs. Information students provide about their religion will be kept confidential.

Once instructors know of students' needs, they will be able to schedule make-up examinations or other course requirements, before or after the regularly scheduled examination or other requirement.

If students believe their religious beliefs have not been accommodated, they may file a grievance. For more information about the policy or the grievance procedure, contact the Dean of Students Office at extension 1181.

Procedure for Withdrawal from UW-Stout

Withdrawal should be undertaken only after serious consideration. If you intend to withdraw from the university, you must contact the Registration and Records Office and complete a withdrawal form. If you fail to withdraw officially from the university, you will receive a grade of "F" in all your courses. Withdrawals after the midpoint of a term or course will generally result in "F" grades. (*See the grading policy online at* **www.uwstout.edu/regrec/grades.html**.)

Suspension and Probation

Grade point requirements for graduation vary by major. Minimum acceptable standards for retention are defined as follows:

1. First semester freshmen students will be placed on probation if they achieve a grade point average less than 1.8 at the end of the semester. They will be suspended if their grade point average is less than 1.0 for the semester.
2. Second semester freshmen will be placed on academic probation if their cumulative grade point average at the end of the semester is less than 1.9. They will be suspended if their grade point average is less than 1.0 for the semester.
3. Second semester sophomores or upper division students will be placed on academic probation if their cumulative grade point average at the end of the semester is less than 2.0. They will be suspended if their grade point average is less than 1.0 for the semester.
4. Students with two consecutive terms of probationary-level work will be dismissed unless they have a semester grade point average of 2.5 or better.

A student who has been declared academically ineligible to continue may request a hearing to appeal.

Requirements for Graduation

The semester credit hours required for graduation are stated under the program of study for each major. You are responsible for knowing and meeting the requirements for graduation. To fill the minimum residence requirement, you must earn the last 32 semester hours of credit (*64 grade points*) in residence at UW-Stout. One semester before graduation, you must file an Application for Degree card with the Registration and Records Office.

Graduating with Honors

Undergraduate honors are based upon scholarship. The following designations are used:

Cum Laude	3.5 – 3.699 grade point average
Magna Cum Laude	3.7 – 3.899 grade point average
Summa Cum Laude	3.9 – 4.00 grade point average

A minimum cumulative grade point average of 3.5 must have been earned in all credits from all institutions attended. For commencement purposes, the cumulative grade point average earned at the end of the semester preceding the commencement ceremony will determine recognition at the commencement ceremony. However, honors will be officially determined when all coursework has been completed. Honors will be listed in the student's transcript and will appear on the diploma.

Chancellor's Award

The Chancellor's Award recognizes undergraduate students who receive a semester grade point average of 3.5 or greater on 12 or more credits. A special Four Star Recognition Award will be given to undergraduate students who attain a 4.0 average.

Financial Information

Fee Payment

You are expected to pay all fees according to the procedure outlined in the Student Handbook. Failure to pay fees may result in suspension. UW-Stout offers an opportunity to pay fees in installments. This program requires a down payment plus any past due amount or total payment at registration, whichever is less. The balance is due in additional monthly installments.

All students are required to have a signed University of Wisconsin-Stout Payment Plan Agreement/Application on file with the Office of Student Business Services. All Wisconsin residents are also required to provide information on their marital status The application form is online at **www.uwstoutedu/stubus/payplanagree.html** or can be picked up at 125 Administration Building.

Semester Costs

Undergraduate fees are set by the University of Wisconsin Board of Regents and are subject to change. These fees incorporate the usual student costs such as textbook rental, Student Center, student activity, technology, United Council, and health fees. However, the schedule does not include lab or material fees charged in some courses. Students in the e-Scholar program pay a per credit rate for tuition.

All tuition and fees, room and food rates, and other charges are subject to change without notice. Tuition and fee information is online at **www.uwstout.edu/stubus**.

Minnesota Students

If you are a Minnesota resident and a new student at UW-Stout, you must submit a reciprocity application to Minnesota. Approval takes up to four weeks. If approved for reciprocity, you will be charged at the Minnesota resident tuition rate. The State of Minnesota has indicated that "reciprocity benefits will not be granted retroactively" and that "each student is responsible for the application process." Therefore, each new student must submit a correct application before the last day of the semester. Apply early to avoid complications. Students that have been in attendance at UW-Stout and have earned credits during the previous academic year will automatically have reciprocity renewed by the State of Minnesota. Reciprocity applications are available online at **www.mheso.state.mn.us**.

Students Auditing Classes

Wisconsin residents may audit classes for 30 percent of the normal per credit academic fee. The cost for non-residents is 50 percent of the normal non-resident fee. Senior citizens age 60 or older by the first day of class only pay textbook and lab fees for audit credits.

Refund on Fees

Withdrawal from semester courses generates refunds based on the following schedule: first and second week of classes, 100 percents third and fourth week, 50 percent. After the fourth week, no refunds will be made. Refunds for room and food service charges are based on the date of withdrawal.

Graduation Fee

When you complete 110 semester hours of credit, you will be billed $35 for the graduation fee. This fee pays for the diploma cover and other costs and accessories that go with the commencement exercises. It does not cover the cost of the cap and gown. You will be assessed this fee whether or not you attend commencement exercises.

Unpaid Obligations

Failure to meet financial obligations is a serious matter. Therefore, if you owe money to the university and fail to meet that obligation, UW-Stout may suspend you. A hold will be placed on your account and you will not be allowed to register or receive transcripts until your delinquent accounts are brought up-to-date. This includes such items as library fines, assessments for damages in laboratories and residence halls, as well as tuition and fees. Collection costs will be assessed on any unpaid charges owed to the university.

Financial Aid

The Financial Aid Office provides resources to UW-Stout Students and their families who need assistance in paying for college costs. This assistance is in the form of grants, work programs and/or student loans.

The philosophy for all need-based financial aid programs is that students and their families are primarily responsible for financing their education. Families applying for financial aid need to submit a Free Application for Federal Student Aid (*FAFSA*), a "financial statement" listing their income, assets and liabilities. Established federal and state formulas are used to determine a reasonable contribution form the student and family. State and federal financial aid is intended to meet education costs above that reasonable contribution.

The Free Application for Federal Student Aid (*FAFSA*) must be applied for annually. The FAFSA is available online at **www.fafsa.ed.gov**. If you apply electronically, the student and parents may use a pin to electronically sing the FAFSA. A PIN is easily obtained online at **www.pin.ed.gov**. The Financial Aid Office recommends the FAFSA online, as it is easy to use and shortens application processing time. A paper version of the FAFSA is also available at high schools, any post secondary financial aid office or Stout will mail one to the family if requested.

The FAFSA may be submitted on or after January 1 of the academic year of enrollment. UW-Stout's recommended priority filing date is March 1 5 for a fall start date to ensure all aid programs are available.

UW-Stout's Federal School Code Number is **003915**. This number is required on the FAFSA if the results are designated for Stout. When the results of the FAFSA are received by Stout, the student and family may be asked for further information or clarification. Once the application process is complete, the student will receive an award letter to accept or decline the aid offered.

Financial aid is awarded based on need, enrollment status and aid program availability. Students must be enrolled in a degree program at UW-Stout and maintain satisfactory academic progress.

All available federal and state financial aid, except earnings from

work study, will be credited directly to student accounts at he the beginning of each semester. All university charges will be deducted from aid funds prior to any refund to the student, Refunds will be automatically sent to the student's university identification card account or designated bank. Paper refunds checks may be mailed to students if this method is preferred.
Additional information on available resources including scholarships, alternative loans and other aid is available online.

All financial aid awarded maybe subject to change because of levels of state or federal funding or receipt of aid at prior post-secondary institutions or any new information including receipt of aid resources such as scholarships.

The Financial Aid Office has more complete information about the topics mentioned here at www.uwstout.edu/finaid.

Withdrawal Fee

You will be charged a fee of $50 for a first-week withdrawal, and $100 for any withdrawal during the second week.

Financial Aid Replacement and Refund Policy

Students on financial aid will not receive refunds until funds representing financial aid awards have been applied back to the respective financial aid programs. Be sure to check with Student Business Services to verify the impact of withdrawing and your responsibility for repayment of financial aid.

Undergraduate Scholarships

Merit-Based Freshman Scholarships More than $35,000 is awarded annually to outstanding high school seniors through merit based freshman scholarships. All entering freshmen are considered for these scholarships. Selection is based solely on academic merit without regard for financial need. Recipients are notified shortly after acceptance to UW-Stout.

Scholarship: Wisconsin Academic Excellence Scholarship
Award: $2,250
Criteria: Selected by high school

Scholarship: National Merit Finalist
Award: $2,000
Criteria: Automatically awarded to NMSQT Finalist

Scholarship: National Merit Semifinalist
Award: $1,000
Criteria: Automatically awarded to NMSQT Semifinalist

Scholarship: Chancellor's Academic Honor Scholarship
Award: $1,000
Criteria: Automatically awarded to those with top 5 percent class rank, an ACT score of at least 25, or an SAT score of at least 1140.

Merit-based scholarships are not cumulative. Students who qualify for more than one scholarship will be awarded the scholarship of highest value.

Stout University Foundation Scholarships The Stout University Foundation awards approximately $600,000 in scholarships for undergraduate and graduate students at UW-Stout. These scholarships are financed by the contributions of alumni, friends, parents, faculty, campus organizations, other UW-Stout staff, foundations and corporations.

No single factor will be responsible for an applicant receiving a scholarship. Factors which are considered include academic performance, teacher evaluation and comments, professional activities, extracurricular activities, community involvement, written statements, neatness and care in completing the application, and, in some cases, financial need.

The scholarship application form and deadlines are available online at **www.uwstout.edu/foundation**. Completed application forms must be submitted to the Stout University Foundation.

The Scholarship Committee reviews applications and makes awards in the spring. Recipients are notified by May 1. Recipients are required to write a letter of appreciation to the scholarship donors before payment is made for tuition. A formal award ceremony honors scholarship winners, donors, friends and family in September.

For additional information about scholarships, contact the Stout University Foundation, Louis Smith Tainter House, 715/232-1151.

Other Scholarship Opportunities By investing a little time and energy, you can conduct your own scholarship search. Scholarships are often provided by community agencies, corporations, clubs, cultural groups, foundations, churches and civic groups. While many are not based on financial need, you will usually have to meet some criteria to qualify for funding-academic achievement, community activities, leadership, ethnic or racial heritage, athletic ability, or other guidelines.

High school guidance counselors can supply a list of some of the scholarships available in your region. Reference librarians may also be able to help you identify sources. But there are other possible sources of funding for your education:

- Find out if your parents' employers, professional organizations or labor unions offer scholarships.
- Contact regional civic organizations and ask about scholarships. The Chamber of Commerce, Rotary Club, Lions Club or other groups may have scholarship funds available.
- Review library resources that list financial aid sources.
- Contact groups in your community, including churches, veterans, industries and major businesses.
- Check with your program director or the dean's office for the school your degree program is housed in for private scholarship information.
- Contact the national office of your student professional organization for scholarship opportunities.

Not all scholarships are for large amounts of money, but any scholarship can help offset the cost of an education. Free scholarship

Services for Students

Athletics

The intercollegiate athletic program emphasizes educational values for the participants and provides a laboratory for students in the coaching certification program. UW-Stout is a member of the Wisconsin Intercollegiate Athletic Conference (*WIAC*) and is affiliated with the National Collegiate Athletic Association-Division Ill. The university sponsors nine women's and seven men's varsity teams. Women's teams include basketball, cross country, golf, gymnastics, soccer, softball, tennis, track and field, and volleyball. Men's teams are baseball, basketball, cross country, football, golf, hockey, and track and field. More information is available online at **www.uwstout.edu/athletics**.

International Student Services

The special needs of international students are met through professional and referral services provided by the Office of International Education. These services include confidential personal counseling on immigration matters, financial problems, academic questions, social customs and personal concerns. Other services which promote cross-cultural understanding include new student orientation, International Relations Club activities, international week, and liaison activities in the university and Menomonie area community. More information is online at **www.uwstout.edu/intlstu**.

University Library

The University Library has a collection of more than a million items, including online full-text resources, audiovisual materials, periodicals, and books. Access is available to more than 35 million items through universal borrowing from other UW libraries.

The library provides wireless and Ethernet connections for laptop users and has specialized equipment for printing, scanning, and e-portfolio work. A variety of equipment is also available for checkout including laptop computers, multimedia projectors and digital cameras. More than 100 desktop computers are on hand in the Library. The library provides an inviting atmosphere for study and contemplation. A food cart is available in the lobby during the academic year. Lounge furniture, quiet study spaces and group study rooms are available throughout the library. The library is open 90.5 hours per week with adjusted open hours in the summer and at times when no classes are offered. Customer service oriented Library Staff is available to assist users in their quest for information. More information is available online at **www.uwstout.edu/lib**.

Off-Campus Housing

The Stout Student Association provides information about available off-campus housing at **ssa.uwstout.edu/housing**. Advertisements for off-campus housing may be found in The Stoutonia as well. If you plan to live off campus, you may find it useful to visit Menomonie to secure the type of housing you desire.

Residence Halls

Residence hall living is a meaningful part of your life at UW-Stout. With the help of a professionally trained staff, students achieve their goals through a variety of social, educational and recreational activities. Approximately 2,700 students live on campus. UW System policy requires freshmen and sophomores (*so credits or fewer who are not veterans, married or living with parents or guardian*) to live in university residence halls. This policy is strictly enforced. Residence hail information will be sent you shortly after being admitted. We require a $125 prepayment with each lease/contract. The lease/contract is valid for the entire academic year.

UW-Stout offers a First Year Experience program where all freshmen live together in the South campus residence halls. Upperclass students live primarily on North campus, including our newly opened Red Cedar Hall, which is a suite-style building. Each suite consists of four bedrooms, a bathroom, and a living area and kitchenette. The building is fully air conditioned and has two elevators.

Each room is carpeted and furnished with a microwave oven, refrigerator, two single beds, dressers, bookcases, desks and chairs. Network access is available in all rooms. Cable TV is provided as well as local phone service — you must provide your own phone. Basements provide access to computers laboratories (*with printers and scanners*), laundry rooms, television areas, kitchens, study areas, game rooms and exercise rooms. The reception desks offer many services and a variety of equipment including tools, vacuum cleaners, cooking equipment, DVDs, and sports equipment.

More information, including current rates is available online at www.uwstout.edu/housing. Additional questions maybe directed to the University Housing office at 715/232-1121, or by e-mail at housing@uwstout.edu.

Students who live on campus during the academic year choose a dining service plan from a variety of options. Information about University Dining Services is online at **www.uwstout.edu/dining**.

Learning Technology Services

Learning Technology Services (*LTS*) is a comprehensive media service unit that supports the instructional, research and service needs of the UW-Stout community. The primary mission of LTS is to assist faculty, staff and administration in the development and use of a broad range of available learning technologies to support on and off-campus course delivery. This includes providing assistance in the creation, enhancement, and delivery of distance education courses.

A secondary mission is to offer these services in support of activities which, while not in direct support of instruction, are appropriate to the mission of UW-Stout. Media development services include audio, video, multimedia, animation, graphics, photography, media format conversions, satellite downloading, and digital imaging. Distance education services include audioconferencing, webconferencing, videoconferencing, webcasting, web-based instruction and online courses. Training services include media development, distance education, instructional design, and multimedia classrooms. LTS installs, maintains, and repairs classroom audiovisual equipment. LTS also designs, publishes and coordinates the university website.

More information is available online at **www.uwstout.edu/lts**.

Student Services

Student Services is a network of programs that provide services designed to meet student needs in academic success, career development and personal skill building. Contact the Office of the Dean of Students at 130 Bowman Hall or call 715/232-1181 for more information about any of these programs.

Advisement Center The Advisement Center is home to UW-Stout's First-Year Advisers and the following services: first-year advising, career exploration, change of major, exit interviews, new student orientation and registration, academic skills program, and the Youth Options Program.

In addition, the Advisement Center serves the undergraduate student population as a drop-in center for general academic assistance and career information. The center is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Appointments are appreciated, however walk-ins are welcome. For more information, call 715/232-1465, or visit 11 Bowman Hall, or online at **www.uwstout. edu/advisement**.

- **First-Year Advising** As part of UW-Stout's extended orientation for new students; first-year students are assigned an adviser who will work closely with them throughout their first year at the university. This adviser provides guidance in academic, career and transition issues that typically occur during the first year of college. Freshmen will meet with their first-year advisers multiple times during the school year; receive timely e-mails reminding them of important dates for adding/dropping classes, fee payments, Advisement Day, and Evaluation Week and learn about campus resources and policies. Freshmen transition to their academic program adviser at spring semester's Advisement Day.
- **Career Exploration Services** offers a collection of computerized and printed information on jobs, career outlook data, college catalogs and graduate school information. Students may take interest and personality assessments and review them with a counselor to assist in deciding career direction and goals. For more information, call 715/232-5306 or online at **www.uwstout.edu/career**.
- **New Student Orientation/Registration** aids students in their transition to the university and initial course registration. Programming includes advisement, course registration, academic expectations and an introduction to university resources, services, social and cultural opportunities. Parents are welcome and encouraged to attend parts of the registration/orientation programs. Each classification of new students (*first time freshmen, transfer student, and Youth Options participant*) has different programming options, dates and requirements. For more information, call 715/232-1465 or visit 11 Bowman Hall or **www.uwstout.edu/orientation/registration**.

Career Services offers a variety of career search services to students and alumni. Counselors can help you plan for future employment opportunities. Services include online registration, career conferences, campus recruitment, teacher fairs, workshops and one-on-one counseling. Employment assistance to graduates and co-ops are a major emphasis at UW-Stout. The office maintains statistical reports on the employment of graduates and cooperative education employment activities.

More information is available from the Career Services Office, 103 Administration Building, 715/232-1601 or online at **www.uwstout.edu/careers**.

The Counseling Center offers counseling (*for individuals, couples and groups*), educational programs and workshops, self-help resources, and consultation to the campus community — with a mission of contributing to the intellectual, emotional and relational health and development of students. All counseling records are kept strictly confidential and are not part of university records. For more information, stop by our office in 410 Bowman Hall, call us at 715/232-2468, or visit us online at **www.uwstout.edu/counsel**.

- **Testing Services** Psychological and educational testing services are also offered by the center, including mental health screening inventories, personality tests, UW placement tests, Praxis tests, CLEP exams, the Miller Analogies Test and technology certification exams. Learn more online at **www.uwstout.edu/counsel/testing**.
- **Alcohol and Other Drug Education Program** As part of the Counseling Center, the Alcohol and Other Drug Education Program (*AODEP*) helps people develop mature, responsible and legal alcohol and other drug behaviors and attitudes. The AODEP provides a variety of services related to alcohol and other drug prevention, intervention, assessment and counseling. Learn more online at **www.uwstout.edu/aod**.
- **Campus Violence Prevention Project** (*CVPP*) This project provides education and outreach on safe and healthy relationships, signs of abuse, and assists peers in helping someone they are concerned about. Advocacy services are available to men or women who experience dating violence, sexual assault, or stalking. Learn more online at **www.uwstout.edu/cvpp**.

Dean of Students Office Students who have questions about academic policies, behavior of other students and university conduct policies, student rights and responsibilities, support services, and adjusting to life at UW-Stout are invited to bring their questions and concerns to the Dean of Students Office. This office serves an ombudsman role, assisting students to find solutions to their concerns and to implement them. Appeals of academic dismissal and course drops, requests for exceptional withdrawals and reports of extended absences should be initiated in this office, as well. Parents, staff and faculty, and members of the public are invited to contact this office for information on campus policies, and to report student issues or incidents they feel should be brought to the attention of the campus.

For more information visit 130 Bowman Hall or online at **www.uwstout.edu/stusrv/dean.shtml**.

Disability Services Students who require assistance due to a disability should contact the Disability Services Office in a timely manner to assure that appropriate support and accommodations will be provided. Current documentation of your disability and of needed accommodations must be provided to be eligible for services.
Potential services offered include, but are not limited to, one-to-one academic monitoring, alternative testing, note taking assistance, arrangement for audio books, scheduling and priority registration assistance, sign language interpreter for classes, writing assistance, disability parking, and request for accessible on-campus housing. Staff members assist students in building self-advocacy skills with faculty and other staff, and provide referrals to appropriate campus and community resources.

For more information, call 715/232-2995 or visit 206 Bowman Hall or online at **www.uwstout.edu/disability**.

Educational Talent Search is a federally funded TRIO program. The program serves young people in grades 6-12, who may be from first generation and/or low-income families, to finish high school, enter post-secondary education and successfully graduate. In addition to counseling, participants receive information about college admission requirements, scholarships and various student financial aid programs. This early intervention program helps young people to better understand their educational opportunities and options. For more information, call 715/232-5010 or visit 13 Harvey Hall or online at **www.uwstout.edu/ets**.

Multicultural Student Services Multicultural Student Services provides programming and support to African-American, Native American, Latino and Southeast Asian students. The staff provides academic and personal advising and support, and information and assistance with scholarships. Several cultural organizations are available for multicultural and other interested students. Multicultural Student Services also functions as a multicultural resource across campus.
For more information, call 715/232-1381 or visit 217 Bowman Hall or online at **www.uwstout.edu/multicultural**.

Student Support Services — ASPIRE ASPIRE is a federally funded TRIO academic support program that encourages college students to stay in school and graduate. Services are targeted toward first generation college students, limited income students, or students having a physical or learning disability.

ASPIRE programming provides courses, career and personal development activities for eligible students. The staff helps students monitor their academic progress and provide academic counseling and other services to help students achieve their academic and college goals.

For more information, call 715/232-2995 or visit 206 Bowman Hall or online at **www.uwstout.edu/aspire**.

Upward Bound is a federally funded program designed to help students develop skills and motivation required to succeed in education both in high school and beyond. Upward Bound assists students through academic advising, tutoring, admissions and financial aid activities, college visits, cultural and career activities, counseling and mentoring programs. Fifty students are involved in four Dunn county schools. Students served are 912th graders. Selected students take part in weekly tutoring, weekend meetings and an intensive six week summer program at UW-Stout.

For more information, call 715/232-3596 or visit 310 Bowman Hall.

Student Health Services

All registered UW-Stout students are eligible to receive care at the Student Health Services. The majority of the services are funded by the student health fee, which is included in the tuition and fee payment. Services offered are diagnosis and treatment of illnesses and injuries; diagnosis, medical treatment and collaborative care with counseling professionals for common mental health concerns; general, employment, travel and athletic physicals; preventative health screening; diagnosis and treatment for sexually transmitted infections; confidential HIV testing; laboratory testing; on site availability of common prescription medication and orthopedic supplies; immunizations/vaccines; tuberculin skin testing; and health education. Services are available during the academic year from 7:45 a.m. to 4:30 p.m., and during the WinTerM session from noon to 4:30 p.m., Monday–Friday. During the summer months, the clinic is closed; however, a health advice line, staffed by medical care personnel, is available.

If urgent care is needed during the hours that Student Health Services is closed, contact Red Cedar Medical Center at 715/235-9671 or Marshfield Clinic at 715/233-6400. All costs are the responsibility of the student.

Additional information about services, health insurance and other topics is available online at **www.uwstout.edu/studenthealth**.

Technology and Information Services

Computer hardware and software for student use are provided by Technology and Information Services.

Approximately 200 Macintosh and IBM-compatible personal computers with a variety of software are available to students in the Campus Computing Laboratory (*CCL*), located in 184 Micheels Hall. The software supports instructional use in other laboratories and classrooms across the campus. The CCL is generally open 7:30 a.m. to midnight with extended hours late in semesters. The CCL provides workshops early in the semester for students who want to learn how to use the computers and software.

Access is also provided to the Internet, library resources and electronic mail. Use of the computers is free, but there is a minimal charge for printing in the CCL. Students with their own personal computers and modems can take advantage of dial-up access to campus computing resources.

- **Telecommunications and Networking**, a unit of Technology and Information Services, provides the campus with voice, data and video networking support (*for distance education*). The unit also maintains and repairs campus computing equipment.

Textbooks

Textbooks and other required resources for your classes are available for loan at this service. Instructional Resources Service (*IRS*) is located on the west side, second floor, of the Robert S. Swanson Learning Center. Required resources may be checked out and are due the last day of the class. Resources are also available for purchase.

If you have any questions or need assistance, feel free to stop in or call 715/232-2492. Additional information is available online at **www.uwstout.edu/lib/irs**.

University Centers

University Centers are welcoming gathering places that encourage involvement, interaction and learning. Since you'll spend three quarters of your time outside of the classroom, extracurricular and co-curricular activities that contribute to intellectual, professional and personal growth can be a valuable partner to academics.

Memorial Student Center is a community center for members of the UW-Stout community — students, faculty, staff, administration, alumni and guests. It is a place to get to know and understand and appreciate one another. Join an organization to plan events for the campus or become a student staff member and gain work experience and knowledge. Our staff helps to make your experience a memorable one.

Memorial Student Center The Memorial Student Center is here for you to "Live, Learn, Lead! As the campus "community center." the Memorial Student Center is a welcoming gathering place for students, faculty, staff administration, alumni and guest to gather, study, dine, play and relax. It is a place to get to know and understand one another. Our staff is dedicated to making your out of classroom experience a valuable part of your education.

The Memorial Student Center includes staffed and self service dining areas, a service, copy and information center, billiards and bowling, the University Bookstore, conference/reservations office and plenty of hang out space. The hallways proudly display UW-Stout student artwork and flags representing the home countries of our international students. Involvement and Leadership office provides service learning, programming and leadership opportunities and is located on the lower level. Students gain valuable professional experience by working jobs offered year round.

We are conveniently located at 302 10th Avenue, a major crossroad of the campus. You are invited and encouraged to use the facility, services, programs and activities offered by the Memorial Student Center. For more information about our services, call 715-232-1431 or visit online at **www.uwstout.edu/studentcenter**.

The Involvement and Leadership Center, located in the Memorial Student Center, fosters a supportive environment that encourages and challenges students to become fully engaged in and enjoy campus life, to seek learning outside of the classroom and to prepare themselves as contributing citizens.

- **Student Organizations** You may choose from approximately 120 student organizations and a myriad of activities on campus, in areas as diverse as music, service, journalism, religion and politics. Student organizations help students continually develop their skills interests. A list of student organizations is online at **www.uwstout.edu/student**.
- **Stoutreach and ULEaD** provide significant learning experiences for students through meaningful service and leadership activities that benefit our community. Learn more online at **www.uwstout.edu/studentcenter/getinvolved**.

University Recreation is a great way for you to stay active, develop friendships and learn lifetime skills while attending UW-Stout. If you are into playing sports, rock climbing, strength training, kayaking and cardio classes, then look no further — University Recreation has it all. You can be active in the following programs:

- **Intramural Sports** will let you exercise your competitive spirit. Join a team or create your own and challenge the rest of the university in the sport you love most. Organized leagues with tournament play and officiating allows for an exciting athletic environment.
- **The Health and Fitness Center** offers a state-of-the-art facility along with group fitness classes taught by instructors. If you need a little motivation or guidance, our knowledgeable staff of personal trainers is always available to help out. A 25-meter swimming pool is available for recreational use. This is a chance to achieve peak physical fitness.
- **Stout Adventures** will take you to the backcountry, up high on a rock face, or down a scenic waterway. Discover your sense of adventure and explore the wilderness around you. Those who enjoy climbing can take advantage of two 30-foot indoor climbing walls. Memberships are available to all students. Stout Adventures also facilitates an outdoor Adventure Challenge Course which consists of two 50-foot towers and nine low initiatives designed to challenge groups or individuals.
- **The Underground** is a place to have fun and relax. The facility offers eight bowling lanes, four billiards tables, and lounging space to hang out between classes, shoot pool, or catch a game on the big screen television. You can also check out TNO, "Thursday Night Out," an alcohol-free alternative program.
- **Sport Clubs** are another great way to show your competitive spirit, with up to 26 clubs to choose from. These sport clubs have been formed by individuals who are motivated by a common interest and desire to participate in a recreational activity. Many clubs compete regionally and nationally.

If you are looking for student employment, University Recreation employs 120 students yearly from intramural sports officials and lifeguards, to group fitness instructors, and adventure challenge course facilitators. Learn more online at **www.uwstout.edu/univrec** or call 715/232-1392.

Veterans Service

The Registration and Records Office provides assistance to veterans. This office provides veteran students with current information on veteran's affairs, coordinates special educational programs for veterans, and maintains liaison with the Veterans Administration, Department of Veterans Affairs and the County Veterans Service Officers. All veterans receiving assistance must file the appropriate forms with this office to be officially certified to receive benefits.

For more information, contact Veterans Service, 109 Bowman Hall, 715/232-1233 or veteranstudents@uwstout.edu.

Teacher Education

Teacher Preparation Programs

Teacher preparation programs are housed in the School of Education. Students can prepare to become teachers in technical or community college settings or in PK-12 school settings. The School of Education is accredited by the Wisconsin Department of Public Instruction. The School of Education serves as a resource center for students, schools, and the general public. The dean of the School serves as the certification officer at the University of Wisconsin-Stout.

Information about the School of Education and specific teacher education programs, minors, and other subprograms can be found online at **www.uwstout.edu/soe** or by calling 715/232-1088.

Pre-education is the initial designation for students interested in becoming a licensed teacher in a PK-12 educational setting. The UW-Stout School of Education Assessment System is designed so that candidate progress is reviewed at various points called benchmarks. The benchmark level reviews include:

- Benchmark I: Acceptance into PK-12 Teacher Education Program;
- Benchmark II: Admission to Student Teaching;
- Benchmark III: Program Completion.

Certification

Licensing agencies make periodic changes in requirements that may necessitate program changes. It is the student's responsibility to make certain they have the most current information from their program director or faculty advisor. Certification requirements vary by state. Students contemplating teaching certifications in another state may wish to clarify the acceptance of their program at UW-Stout with the state in which they plan to teach.

Art Education
Career, Technical Education and Training
Early Childhood Education
Family and Consumer Sciences Education
Marketing and Business Education
Science Education
Special Education
Technology Education

Special Programs

Honors Program

The University Honors Program (*UHP*) offers academic and co-curricular opportunities for talented students to enhance their undergraduate education. Curriculum consists of four Honors Seminars and four Honors Options. In addition, students participate in biannual Honors Colloquia. Three of the four seminars replace general education requirements; the fourth is taken as an elective. Honors Options include study abroad, departmental seminars and honors contracts Students design honors contracts with faculty mentors of their choosing in subjects they wish to examine more deeply. To complete UHP academic requirements, most students take one class they would not otherwise have to take. All UHP students receive academic advising from the Honors director and/or faculty advisers, in addition to help with scholarship applications and research funding proposals.

UHP co-curricular programming aims to help students connect learning and life. Part of the fourth floor of Antrim-Froggatt and Wigen Hall serve as the UHP living/learning floors." UHP students are not, however, required to live there, and scheduled programs are open to all UHP students. Speakers, cultural activities and occasional social gatherings round out the co-curricular offerings. Students also have the opportunity to participate in Honors Student Association activities and to serve on the UHP Advisory Committee.

The UHP invites applications from students who rank in the top 10 percent of their high school class, and those who score in the top 10 percent of UW-Stout's ACT scores. Other interested students are welcome to apply.

For further information, contact the UHP office at 715/232-1455 or visit online at **www.uwstout.edu/programs/uhp**.

The Co-op/Intern Program

Some degree programs require a co-op/intern experience, and it is a valuable option in many others. It provides an opportunity to work with professionals in your career area, before you graduate.

The program director approves an employer-provided job description before you begin the experience. You are awarded credit based on the length of the experience, the responsibilities given you, and the goals and objectives you carry into the job. Grades and credits are awarded by a university mentor.

A co-op or internship can be as short as one summer, or can last for a combination of semesters. For more information, contact Career Services, 103 Administration Building, 715/232-1601 or online at **www.uwstout.edu/careers**.

Field Experience Program

We encourage you to obtain part of your college education off the Menomonie campus through a field experience. This program allows you to receive academic credit for learning related to your major or minor, while employed in an approved off-campus field position. Field experience requirements vary by major. In some cases, a coop/intern position will satisfy this requirement. Most students use their summers to enroll in this program, but part-time work may also be permissible. For more information, contact your program director.

Industrial Work Experience

Students who have completed three years of skilled occupational experience beyond the learning level of a trade may earn a maximum of 24 semester hours of technical credit through examinations. Students with less experience may request examination in specific technical courses. If you wish to seek credit for skilled occupational experiences, present evidence of the required amount of work to the program director of Career, Technical Education and Training in the School of Education. Contact your program director to review your materials and examination.

Independent Study Program

The independent study program allows you to design a limited number of courses yourself, to meet your individual goals. You begin by picking up an Application for Independent Study from the office of the associate dean of the college that houses the type of course you want. You identify the course objectives, methods and evaluation process, and submit it to an independent study coordinator for processing and approval. You'll work with an assigned independent study coordinator who provides counsel and help. Independent study topics are different from existing courses. Be sure to ask your program director if your proposed independent study may be used in your degree program.

Summer Session

UW-Stout conducts a 10-week summer session with classes varying in length and delivery format. You may earn up to 10 credits during the 10 weeks of summer session. We encourage you to register for classes in April and May. Complete information about class schedules, enrollment procedures, degree programs and housing is available online at **www.uwstout.edu/summer**.

WinTerM

UW-Stout conducts a winter session between first and second semesters with credit-bearing classes varying in length and delivery format. Complete information about courses and enrollment procedures is available online at **www.uwstout.edu/winterm**.

Pigeon Lake

The UW System sponsors summer programs at the Pigeon Lake Field Station near Drummond in Bayfield County of northwestern Wisconsin. Station offerings include undergraduate and graduate courses in field biology, mapping, health and outdoor education, recreation, counseling, psychology and art. Class sessions vary from one to three weeks with some classes weekends only. Credit earned at the station is accepted as residence credit at UW-Stout. The field station is located in a natural outdoor laboratory among lakes, streams and forests. Information is available online at **www.uwrf.edu/pigeonlake**.

Outreach Services

UW-Stout has a tradition of providing educational outreach and continuing education opportunities on a local, regional, statewide and national basis as a commitment to the concept of lifelong learning. UW-Stout's Outreach Services unit assists academic units by coordinating off-campus credit and noncredit educational opportunities which include:

1. Off-campus courses based on campus priorities and UW-Stout's special mission within the UW System.
2. Teleconference courses offered via audio conference networks.
3. National satellite video conferences.
4. Statewide weekend college programs.
5. Interactive audio/video courses.
6. Degree completion programs.
7. National, regional and state conferences and other non-credit offerings.
8. Online credit and noncredit courses.
9. Support of regional economic development programs, projects and offerings in west central Wisconsin.
10. Management of value-added services provided to entities owning property and/or conducting business the Stout Technology Park.

Reserve Officers' Training Corps » ROTC

UW-Stout offers the Army Reserve Officers' Training Corps program. More information about the ROTC program is available online at **www.uwstout.edu/admissions/rotc**.

Study Abroad

The Office of International Education promotes globalization of the campus through its study abroad programming for UW-Stout students, recruitment and provision of services to international students, and assistance to faculty and staff in developing opportunities for study and research abroad. Students are encouraged to study abroad as part of their educational experience at UW-Stout.

Study abroad opportunities are offered worldwide in a variety of formats: long- or short-term programs, direct enroll or exchange programs, and study programs with UW-Stout and UW System instructional personnel. UW-Stout maintains agreements with other UW System campuses to allow for UW-Stout students to study abroad through their programming. Courses taken abroad can usually be used to meet graduation requirements at UW-Stout. Financial aid applies, and Wisconsin residents may qualify for international study grants to offset some of the cost of study abroad.

Additional information regarding study abroad programming and the Office of International Education is available online at **www.uwstout.edu/intl** or contact the Office of International Education, 400 Bowman Hall, 715/232-2132.

Graduate Studies

The Graduate School administers graduate admissions, records, policies and other procedures relating to graduate students. Graduate programs include:

Applied Psychology
Career and Technical Education (*M.S. and Ed.S.*)
Education
Food and Nutritional Sciences
Family Studies and Human Development
Industrial/Technology Education
Information and Communication Technologies
Manufacturing Engineering
Marriage and Family Therapy
Mental Health Counseling
Risk Control
School Counseling
School Psychology (*M.S.Ed. and Ed.S.*)
Technology Management
Training and Development
Vocational Rehabilitation

Dual Undergraduate - Graduate Enrollment

Undergraduate UW-Stout students may apply for admission to a master's degree program, or enroll as a special student and take graduate courses, provided that a bachelor's degree will be awarded within one year and within 30 credits. The applicant must have a minimum grade point average of 2.75 on the undergraduate record on the date of enrollment. Dual level students may earn no more than nine graduate credits while under this status. They may enroll for no more than six graduate credits in a semester and no more than three graduate credits during the summer session. The applicant must submit a "Dual Level Enrollment Status Form" in addition to the other application materials, to the Graduate School. A student admitted as dual level who is not awarded the undergraduate degree at the end of the specified term, will be dropped from the Graduate School without loss of graduate credit. Upon subsequent receipt of the degree, the student may reapply for admission. Dual level students are governed by the Graduate Load Limit policy.